

Procedure for Undergraduate Research and Special Projects (EE 499/EE 490)

Engaging in independent study while you are an undergraduate can be rewarding and enriching. You are encouraged to seek out such opportunities while you are enrolled in our undergraduate program. Special procedures are required to ensure that adequate records are maintained (accrediting bodies, among others, review these records).

Procedure:

1. Before the start of the quarter in which you will do the independent study, select a project and obtain a faculty sponsor. You should agree on the specific activity to be carried out, the resources required, and the expected outcome. Before you begin the project, you and your advisor should discuss and document an estimate of the total credit. The amount of credit is variable between 1 and 5 credits. 1 credit equates to approximately 3 to 5 hours per week throughout the quarter.
2. Fill in the Undergraduate Independent Study Approval Form (page 2), get your sponsor's signature on the form, and email it to undergradece@uw.edu to get an entry code to register for credit.
3. Prepare a written proposal that includes the following:
 - a. Project description of problem statement
 - b. Suggested approach
 - c. Resources required
 - d. Anticipated results
 - e. Time estimate
 - f. Credits to be earned
 - g. If pursuing EE 499 H (Honors Research), describe how the work will be done at the honors level.
4. Have the written proposal approved by your faculty sponsor no later than the end of the first week of the quarter.
5. Before the end of the quarter, check in with your faculty sponsor to make sure they have any deliverables they may need to assess the work done and provide a grade.

Quarter: _____ Year: _____

Please select one:

- EE 490** (credit/no credit, does NOT count towards degree)
- EE 499** (graded, does count towards degree)
- EE 499H** (Honors EE 499, only for students pursuing departmental honors)

Approval for Undergraduate Research and Special Projects

Student Name: _____

Student ID Number: _____

Faculty Sponsor: _____

The above-named student will carry out an independent study project under my sponsorship in the quarter indicated and for the credits shown below.

Title: _____

Credits: _____

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____